

# SPECIAL BULLETIN

OFFICE OF TRAINING



No. 38-73

Date: 19 December 1973

To: All Training Officers of the Agency

## INFORMATION SCIENCE TRAINING PROGRAM

The Office of Training announces another offering of the "Functions" course. This four-week, full-time course, conducted by the Information Science Training Staff, will be offered 19 February through 15 March 1974. The course is designed to introduce career intelligence professionals to the interdisciplinary field of Information Science. Each student will be taught to use and "converse" with a computer terminal as a basic tool in his work. He will be given a fundamental knowledge of computer systems, operations research, systems analysis and design, probability theory, information storage and retrieval systems, modeling, gaming and simulation, etc. Time will be devoted to exercises and case studies in which the student will gain experience in applying such techniques as linear programming, queueing, network analysis, correlation and regression to intelligence problems.

### OBJECTIVES:

1. To familiarize the student with the terminology and basic techniques of information science.
2. To develop the student's capability to identify and define problems in his professional intelligence field by using information science techniques and to solve such problems at the elementary level.
3. To improve the student's communications capabilities in conferring with information science professionals on more difficult problems and requirements.
4. To encourage the student to pursue the development of his own, and his agency's information science resources and capabilities.
5. To provide a wider range of rational choices to the professional in the analysis, problem solving, and decision making tasks of his functional area of responsibility through an introduction to the basic tools and language of information science.

(Over, please)

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**PREREQUISITES:**

Professional (GS 09-15) assignment in intelligence. No previous technical or scientific education or training is necessary.

**DATE AND TIME:**

19 February through 15 March 1974, 0830-1630 hours, four-weeks, full-time.

**NEW LOCATION:**

New and improved facilities at 4600 Fairfax Drive, Arlington, Virginia (Chamber of Commerce Building, 2nd floor). No transportation will be provided. Detailed instructions on directions to the building and on parking will be mailed to the students prior to the start of the course.

**REGISTRATION:**

Form 73, "Request for Internal Training," must be submitted to OTR/S&RS/RG, Room 1036 Chamber of Commerce Building by 25 January 1974. These requests will be submitted through the Training Officer and through the Cover and Commercial Staff, as personnel of other Intelligence Community agencies will attend this course. For information on registration call OTR/S&RS/RG, extension 2365. For information on course content call extension 3532.

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